

**Tulpehocken Township
Board of Supervisors
Meeting of September 11, 2024**

The Tulpehocken Township Board of Supervisors met on September 11, 2024, in the Township meeting room at 7:00 P.M. In attendance and voting were Supervisors: Chairman Gary Deck, Vice Chairman Lester Feick and Harold Zimmerman. Also present were Atty. Michelle Mayfield, Township Solicitor; Bryan Dronick, Police Chief and Kathy Judy, Township Secretary / Treasurer.

Members of the audience included Rebecca Haag and Susan Wolfe

CALL TO ORDER: Chairman Deck called the meeting to order at 7:00 P.M.

The meeting continued with the pledge to the American Flag.

PUBLIC COMMENTS:

- A member of the audience asked what can be done to help stop burning that is a nuisance, noxious and outside of the allowed days/hours. The Board advised there is a violation of the ordinance, corrective action may include a letter or Notice of Violation and possibly a citation if non-compliance continues.
- A member of the audience shared that the additional signs installed for the turn on Teen Challenge Road have been effective. The number of accidents and frequency of drivers having to lock up their brakes to handle the turn has noticeably decreased.

APPROVAL OF MINUTES:

- *Supervisor Zimmerman made a motion to approve the minutes from the August 8, 2024 Board of Supervisors Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- *Supervisor Zimmerman made a motion to approve the minutes from the August 21, 2024 Workshop Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

ADMINISTRATIVE ACTIONS:

Personnel: None.

Planning Commission Recommendations: None

Solicitor Legal Discussion: Atty. Mayfield reported that there has been no additional response from PennDOT since the Auditor General issued a revised report on the 2020-2022 Liquid Fuel Audit and asked if the Board wishes to contact PennDOT. *Supervisor Zimmerman made a motion to authorize the Solicitor to send a letter to PennDOT asking them to review the Auditor's revised report, consider revising their decision and communicate back - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Escrow Release: None

Correspondence from Zoning Officer: None. The Board discussed:

- o 30 Little Swatara Church Road (Landis property) – No update at this time.
- o 44 Rehrersburg Road (Gerera / Santiago property) – an injunction is ready to be filed.

Land Development: None

Recreation:

- Lions Park: Maintenance and operation repairs and purchases:
 - o Update regarding refinishing the Lions Den Floor – No update at this time.
 - o Park Sign – No update at this time.
- DCNR Master Plan Grant – YSM has completed the Master Plan for the redevelopment of the Lions Park and has been paid in full. *Vice Chairman Feick made a motion to adopt Resolution 2024-10 to close out Grant Project BRC-TAG-27-140 and to authorize the request for the awarded matching funds be submitted to DCNR - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- DCED Grant – no update at this time; the application is still under review at DCED.

STAFF REPORTS:

Police Report – Chief Dronick read the August, 2024 Police report as follows:

	<u>Tulpehocken</u>	<u>Marion</u>
MILES PATROLLED	2494	1034
GALLONS OF FUEL	273.5	
HOURS WORKED	610	60
PATROL HOURS	348.25	47
TULPEHOCKEN AREA SCHOOL DIST. HOURS	7.8	
TOTAL INCIDENTS	9	1
TOTAL COMPLAINTS	5	5
MISCELLANEOUS CALLS FOR SERVICE	21	3
FOLLOW-UP INVEST	8	2
TELEPHONE ASSIGNMENTS	32	11
COMM/RESIDENTIAL ALARMS	2	0
EMS/FIRE ADVISORIES	25	4
TRAFFIC STOPS	81	23
CITATIONS ISSUED	60	28
NON-TRAFFIC CITATIONS	2	0
TRAFFIC WARNINGS	33	4
WARRANTS	0	1
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	2	3
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	2	0
SECURITY CHECKS	4	1
POLICE ASSISTS	17	0
MOTORISTS ASSISTS	3	1
COURT APPEARANCES	6	9
SCHOOL (TRAINING) HOURS	12	

Chief Dronick reported that during the month of August there were 204 calls received through Berks County 911; noting that twelve (12) were for Teen Challenge.

Chairman Deck mentioned that there’s been positive feedback in the community about an increased police presence and also that the dash cameras seem to be a benefit.

Chief Dronick shared information with the Board about a recall notice received from Ford on the 2022 cruiser.

The Agreement between Marion and Tulpehocken Townships for police services expires December 31, 2024. The Solicitor stated that she did contact Marion Township’s Solicitor and they will draft up the paperwork for renewal once the Board provides fee information.

The August 12, 2024 accident and subsequent fire in Mt. Aetna was discussed. Vice Chairman Feick reported that 5,280 sf of paved surface was damaged and needs to be repaired. The Solicitor recommended that the Township consult with its insurance agent on the matter to protect itself against any missed deadlines or non-coverage issues should the responsible parties' insurance delay or default. Mt Aetna Fire Company should be asked if there are replacement hoses to be included in insurance claim. It also needs to be determined who is responsible for clean-up of inlets that are not in the Township's right of way.

Road Master's Report: Vice Chairman Feick read the August, 2024 report. The work consisted of monthly sewer maintenance and some repairs, one sewer call-out, numerous trees to clean up, working on the road project, call-out for traffic control, highway mowing, grass cutting, working on Mt. Aetna accident and fire, working on equipment, attending E.M. Kutz event, sign maintenance, met with Allen Myers about road project.

- **Road Project** - Vice Chairman Feick reported that the work was completed September _____, 2024. The Board discussed problems with the quality of the work. They also discussed that the project was not completed by the date required, however the Township was responsible for the delay and not the contractor. *Chairman Deck made a motion to advise the contractor that because they were delayed by no fault of their own, the Township will waive the liquidated damage called for in line item five of Contract Attachment 1-A and also advise them that the Township is not satisfied with the quality of the work, will be doing a review and expect to be giving a punch list of items that need to be corrected and/or completed - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- **Deck Road pipe work** – The Board discussed the project and the Township Engineer's recommendation to not pursue relief from the Low Volume Road program. *Vice Chairman Feick made a motion to authorize the Township Engineer to apply to DEP for pipe installation across Deck Road - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- **Equipment Repairs and Purchases**
 - o One of the shop overhead doors is not working properly – the Board agreed to call Shank Door to have it repaired.
 - o Vice Chairman Feick advised that new John Deere tractor is losing fluid and needs the rear tires replaced. *Supervisor Zimmerman made a motion to approve the purchase and installation of rear tires for the John Deere tractor - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
 - o Vice Chairman Feick reported that the International dump truck's spreader control resets every time the truck is turned off and has to be reprogrammed with every start up. He is looking into having a module installed that will bypass that and allow it to retain the settings that were most recently entered.

Fire Chiefs' Report – Vice Chairman Feick reviewed activity for the Keystone Fire Company and read the report for the Rescue Fire Company for August, 2024.

SEWER OPERATIONS:

- **Judgements and Delinquent Sewer Accounts:**
 - o 21 East Market Street – On September 8, 2024 there was a fire at the property. The Township Solicitor recommended waiting a couple of weeks before proceeding with the previously approved judgement.
- **357 Godfrey Street** – A reduction of fees was previously approved. An application to disconnect and request for a full waiver of fees has since been received. The service has been disconnected and capped and the account is paid through 08/31/24. *Supervisor Zimmerman made a motion to approve the full waiver of service, disconnect and reconnect fees effective 09/01/2024 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

UNFINISHED BUSINESS:

- **Emergency services tax** – A Public Workshop was held on August 21, 2024 to discuss an Emergency Services tax to help fund Fire and EMSs in the Township. *Supervisor Zimmerman made a motion authorizing the Township Solicitor to send a request to the State Ethics Board for an additional advisory opinion - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- **2023 Fiscal Year Audit** – The Board reviewed a revised draft from the CPA. *Supervisor Zimmerman made a motion to approve the 2023 Financial Statements, to authorize the Chairman and Secretary/Treasurer to sign the Representation Letter and to authorize advertisement of the Public Notice - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- **Fuel Bid** – The Board discussed the fuel bids it is eligible to participate in. It is currently in the bid through BCIU and the Berks County Joint Purchasing Board (BCJPB) that expires 06/30/2025; until that time the Township has a usage obligation. The Township is eligible to participate in the County Fuel Bid through Berks County Cooperative Purchasing Council (BCCPC). *Vice Chairman Feick made a motion to participate in the County Fuel Bid through Berks County Cooperative Purchasing Council - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

NEW BUSINESS:

- **2025 Minimum Municipal Obligation (MMO) for the Police Pension** - The MMO for 2025 was prepared on the 2024 wage figures. The Township's obligation will be \$22,857.00. *Vice Chairman Feick made a motion to accept the MMO in the amount of \$22,857.00 and authorize it to be sent to PMRS - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

CORRESPONDENCE:

- Requests for Fire Police assistance were received from:
 - o Jefferson Township - *Supervisor Zimmerman made a motion to approve providing Fire Police assistance at the Tulpehocken Area School District Homecoming events on Friday, October 4, 2024 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
 - o Shartlesville Fire Company – *Supervisor Zimmerman made a motion to approve providing Fire Police assistance at the Shartlesville Parade and Block Party on Saturday, September 22, 2024 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
 - o Borough of Myerstown – *Supervisor Zimmerman made a motion to approve providing Fire Police assistance at the Myerstown Holiday Parade on Saturday, November 30, 2024 (or rain date December 1, 2024) - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- The Board reviewed a letter and 2024 Affiliate Member Form from the Berks County Conservation District requesting contribution to environmental education programs. This was discussed and *Vice Chairman Feick made a motion to approve making a \$500.00 contribution - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- PSATS Health Insurance Cooperative Trust – 2024 Ballot for Election of Trustees: The Board reviewed information about the candidates the Trust is recommending. *Vice Chairman Feick made a motion to sign the Ballot for election of trustee candidates Clyde Holman and Andrew Boni - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- PSATS Unemployment Compensation Group Trust Fund is accepting new members for the 2025 Calendar Year. No action taken.

OTHER BUSINESS:

Trick or Treat Night for 2024: Halloween is on a Thursday this year. Bethel Township would be agreeable to scheduling Trick or Treat for October 31st from 6PM-8PM and sharing the advertisement. *Supervisor Zimmerman made a motion to set trick or treating in Tulpehocken Township for Thursday, October 31, 2023 from 6PM to 8PM, advertise together with Bethel and split the cost of the ad - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

TRAINING AND OTHER INVITATIONS:

- The Berks County Public Works Association meeting and Trade Show is on Thursday, October 3, 2024. Registration to attend is due by September 20, 2024. Attendance was discussed; the Secretary will check with the other elected officials and submit the RSVP.

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS:

The Board discussed the approaching deadline to obligate ARPA funds and possibly having the fuel tanks at the Municipal Building replaced.

Account Balances for the end of August, 2024 were as follows:

General Account	\$ 10,591.37
1 st Citizens General Holding Acct	\$ 226,926.29
General Prime Account	\$ 429,553.04
State Aid Account	\$ 243,985.58
Street Light Account	\$ 30,091.30
Recreation Fund	\$ 116,883.41
Payroll Account	\$ 36,002.55
American Rescue Plan Account	\$ 134,593.35

Payments of Bills for this September 11, 2024 meeting are:

- General Account – Checks #22234-22265 in the amount of \$26,270.93
- Street Light Account – Check #508 in the amount of \$1,870.93
- Recreation Fund – Checks #179-181 in the amount of \$534.78
- Total Expenses for this September 11, 2024 Meeting are \$28,676.40

Supervisor Zimmerman made a motion to approve the payments of the bills for this September 11, 2024 meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

Sewer Accounts balances for the end of August, 2024 were as follows:

- Sewer Operation Class Account – \$ 3,940.04
- Sewer Operation Prime Account - \$109,835.60
- Balance in the Sewer Holding Account - \$54,255.34
- Debt Service Account - \$475,268.00

Payments of Bills in the Sewer Operation Account for this September 11, 2024 meeting are:

- Check #3259 to 3273 in the amount of \$21,887.81

Supervisor Zimmerman made a motion to approve the payments of the sewer bills for this September 11, 2024 meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

EXECUTIVE SESSION (if needed):

ADJOURNMENT OF MEETING: *Vice Chairman Feick made a motion to adjourn the meeting at 8:57 P.M. - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary
Tulpehocken Township